

## **Attachment IV**

### *Staffing Plan*

The following is a list of key facility personnel at the Peninsula composting facility. Responsibilities and qualifications related to each position are on separate pages.

<b>Peninsula Staffing Plan</b>	
<b>Job Position</b>	<b>Number of Employees</b>
Compost Facility Operations Manager (CFOM)	1
Process Control Supervisor/QA Supervisor	1
Scalehouse/Dispatcher/Scheduler	1
Equipment Operator	4
Equipment Mechanic	1
Operations Staff Members	4

**JOB TITLE: COMPOST FACILITY OPERATIONS MANAGER (CFOM)**

**EDUCATIONAL REQUIREMENTS:** High School (AA/B.S. Preferred)

**TRAINING REQUIREMENTS:** General Safety Training Program  
(See Attachment II-Facility Training Program)

**KEY JOB FUNCTIONS:**

This individual is responsible for all aspects of facility operation, including the daily administration, operation and maintenance of the entire facility. He/She delegates authority and responsibility to the Process Control Supervisor/QA Supervisor, and all other management positions incidental to the facility. He/she coordinates with all departments and operations to insure that all compost facility handlings of compost wastes are in compliance with all applicable Federal, State, and Local regulatory statutes, laws, regulations or other provisions. He/she will assist the primary coordinator during an emergency.

## **JOB TITLE: PROCESS CONTROL SUPERVISOR/QA SUPERVISOR**

**EDUCATIONAL REQUIREMENTS:** College degree preferred but not mandatory. HS Education mandatory with at least three years experience in facility management and operations. Experience may be substituted for education.

**TRAINING REQUIREMENTS:** General Safety Training Program  
(See Attachment II-Facility Training Program)

### **KEY JOB FUNCTIONS:**

Exercise direct control over all facility functions and personnel in accordance with all approved permits, policies, and procedures. Trouble-shoot daily operational problems. Complete daily site inspection and documentation. Analyze and evaluate all operational and maintenance functions at the Compost Facility. Identify hazards and implements prevention and loss controls. Coordinates all aspects of the compost facility with the CFOM and any other management personnel. Recommend facility improvements. Insure that yard personnel work in a safe and efficient manner. Ensures training programs are implemented and conducted for all personnel. Manage all incoming food waste and carbon source material shipments and outgoing compost and top soil shipments. He/she will be the primary emergency response coordinator during emergency operations. Develops and promotes policies and programs necessary for the prevention of injury or illness to site personnel. Develops and implements all safety and security policies to protect the facility property. Evaluates and purchases all necessary personal protective equipment, and other equipment necessary for the protection of site personnel. Writes and enforces all health and safety SOP's for the site. Develops and promotes policies and programs necessary for the prevention of injury or illness to site personnel.

**REPORTING RESPONSIBILITIES:** Reports to the Compost Facility Operations Manager

# ***PENINSULA COMPOST COMPANY, LLC***

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## **POSITION DESCRIPTION**

**Position Title:** Scale house/Dispatcher/Scheduler-Compost Facility

**Department:** Operations

**Reports To:** Process Control/QA Supervisor  
Compost Facility

**Status:** Non-Exempt

## **POSITION SUMMARY**

The Scale house/Dispatcher/Scheduler is responsible for weighing delivery vehicles, and scheduling all incoming/outgoing shipments for the Compost Facility.

## **ESSENTIAL DUTIES/RESPONSIBILITIES/ACCOUNTABILITIES**

Weigh in bound and out bound vehicles delivering waste to the facility

Schedule all incoming shipments of food waste and carbon source materials for the Compost Facility.

Schedule all outbound shipments of compost and top soil to end markets.

Maintain the work area and equipment in a clean and orderly condition and follow prescribed safety regulations.

Successfully complete all required training programs.

Performs other duties as assigned.

## **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

High School Diploma or equivalent required.

Minimum of 1-2 years practical experience in dispatching and scheduling of trucks.

Strong verbal and written communication skills.

Strong judgment, decision-making, and organizational skills required.

Computer literate with proficiency in all Microsoft Office applications.

**Physical Requirements:**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Color Perception (Red, Green, etc.)	<input checked="" type="checkbox"/> Ability to move distances between warehouses/offices	<input type="checkbox"/> Ability to mount/dismount forklift.
<input checked="" type="checkbox"/> Sight/Seeing	<input checked="" type="checkbox"/> Touching/Dexterity	<input checked="" type="checkbox"/> Driving - local/over the road
<input checked="" type="checkbox"/> Hearing/Listening	<input checked="" type="checkbox"/> Hand	<input type="checkbox"/> Lifting - At least 50 lbs.
<input checked="" type="checkbox"/> Clear Speech	<input checked="" type="checkbox"/> Fingers	<input type="checkbox"/> Carrying - At least 50 lbs.
<input type="checkbox"/> Pushing/Pulling	<input checked="" type="checkbox"/> Standing for Extended Periods	<input type="checkbox"/> Bending
<input type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Sitting for Extended Periods	<input type="checkbox"/> Other -

**Mental/Reasoning Requirements:**

<input checked="" type="checkbox"/> Reading – Simple	<input checked="" type="checkbox"/> Writing - Simple	<input checked="" type="checkbox"/> Basic Math Skills
<input type="checkbox"/> Reading – Complex	<input type="checkbox"/> Writing- Complex	<input checked="" type="checkbox"/> Clerical
<input type="checkbox"/> Analysis/Comprehension	<input checked="" type="checkbox"/> Judgment/Decision Making	<input type="checkbox"/>

**Work Environment:**

<input type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input type="checkbox"/> Extreme Heat	<input type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input type="checkbox"/> Extreme Cold	<input type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal contact with Others	<input type="checkbox"/> Noise	<input checked="" type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input type="checkbox"/> Mechanical Equipment	<input type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input checked="" type="checkbox"/> Electrical Equipment	<input checked="" type="checkbox"/> Dirt/Dust

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees so classified.

The information here accurately describes this position.

**Approvals:**

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**HUMAN RESOURCES DEPARTMENT USE ONLY:**

Date Created: \_\_\_\_\_

# ***PENINSULA COMPOST COMPANY, LLC***

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## **POSITION DESCRIPTION**

**Position Title:** Equipment Operator

**Department:** Operations

**Reports To:** Process Control/QA Supervisor-Compost Facility **Status:** Non-Exempt

## **POSITION SUMMARY**

The Equipment Operator is responsible for the safe, efficient, environmentally responsible handling of the Compost Facility's material and operation of equipment.

## **ESSENTIAL DUTIES/RESPONSIBILITIES/ACCOUNTABILITIES**

Operate equipment to unload and load vehicles.

Stage food waste within the Receiving Building.

Haul compost and carbon source material from Receiving Building to windrows.

Follow all required safety regulations for equipment operation to ensure the safety of all staff and the protection of equipment and property.

Successfully complete all required training programs.

Perform other duties as assigned.

## **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

High School Diploma or equivalent required.

Experience operating heavy equipment.

Valid DE State Drivers License within the appropriate Class for the type of equipment operated required.

Ability to lift a minimum of 30 lbs.

Good communication skills.

**Physical Requirements:**

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<input checked="" type="checkbox"/> Hearing/Listening	<input type="checkbox"/> Hand	<input checked="" type="checkbox"/> Lifting - At least 30 lbs.
<input checked="" type="checkbox"/> Clear Speech	<input checked="" type="checkbox"/> Fingers	<input type="checkbox"/> Carrying - At least 30 lbs.
<input type="checkbox"/> Pushing/Pulling	<input checked="" type="checkbox"/> Standing for Extended Periods	<input type="checkbox"/> Bending
<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Sitting for Extended Periods	<input type="checkbox"/> Other -

**Mental/Reasoning Requirements:**

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# *PENINSULA COMPOST COMPANY, LLC*

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## **POSITION DESCRIPTION**

**Position Title:** Equipment Mechanic

**Department:** Operations

**Reports To:** Operations Manager-Compost Facility

**Status:** Non-Exempt

## **POSITION SUMMARY**

The Equipment Mechanic is responsible for maintaining all equipment to ensure the safe, environmentally responsible, efficient operation of the Compost Facility's equipment.

## **ESSENTIAL DUTIES/RESPONSIBILITIES/ACCOUNTABILITIES**

Perform preventive maintenance and repair on all equipment and machinery, including vehicles and mobile equipment.

Follow all required safety regulations for equipment maintenance and general operation to ensure safe operation of the equipment.

Successfully complete all required training programs.

Perform other duties as assigned.

## **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

High School Diploma or equivalent required.

Minimum 1-2 years practical experience in the maintenance and repair of mechanical equipment and machinery.

Working knowledge of materials, supplies and tools used in mechanical maintenance work.

Good communication skills.

Good organizational skills required.

**Physical Requirements:**

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<input checked="" type="checkbox"/> Clear Speech	<input type="checkbox"/> <input checked="" type="checkbox"/> Fingers	<input checked="" type="checkbox"/> Carrying - At least 30 lbs.
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